

C.I.G. Administrative Orders [REDACTED]

Top

CONFIDENTIAL

10 September 1946

CENTRAL INTELLIGENCE GROUPC. I. G. ADMINISTRATIVE [REDACTED]

25X1A

Organization and Personnel Reports

1. Unnumbered Memorandum dated 5 August 1946, Subject: "Reports on Organization", addressed to Chief, Interdepartmental Coordinating and Planning Staff, Assistant Directors for Collection, Research and Evaluation, Dissemination; Executives for Operations, Control, Personnel and Administration; Secretary NIE is rescinded.
3. An Organization and Personnel Report (in triplicate) will be submitted on Thursday of each week to the Executive for Personnel and Administration as indicated below:

<u>Person Making Report</u>	<u>Organization Reported On.</u>
Assistant Director for Special Operations	Special Operations (Washington only)
Assistant Director for Collection and Dissemination	Office of Collection and Dissemination
Assistant Director for Research and Evaluation	Office of Research and Evaluation
Chief, Interdepartmental Coordinating and Planning Staff	Inter - departmental Coordinating and Planning Staff
Executive for Personnel and Administration	Office of the Director, Executive Staff, NIA Secretariat

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3. The report required for in Paragraph 2 above will include

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-2-

the following information:

- (a) Organization: (1) Activation and/or abolishment of any unit, Section, division, or branch, including effective date and authority therefor.
(2) Any other pertinent remarks.
- (b) Personnel: (1) Names of Personnel reporting for duty since last weekly report.
(2) Position occupied by newly assigned personnel.
(3) Changes in grades or new assignments within office concerned.
(4) Transfers of personnel between offices.
(5) Any other pertinent remarks.

4. The above report will cover period from 1700 hours, Wednesday to 1700 hours, Wednesday of each week.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration

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10 September 1946

sent to [redacted]
9/11/46 [initials]

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CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE [redacted]

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1700 hours 1700 hours

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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Colonel, CAC
Executive for Personnel
and Administration

~~CONFIDENTIAL~~COPY NO. 1210 September 1946CENTRAL INTELLIGENCE GROUP

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C. I. G. ADMINISTRATIVE [REDACTED]Organization and Personnel Reports

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Revised by C.I.G. Memorandum

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED ARE NOT
EFFECTIVE AFTER 1, JULY, 1947

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Executive for Personnel
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